

## Job Opening

***Goodwill Industries of Southwestern Michigan provides employment, education, training, and support services to individuals and families so they can achieve self-sufficiency.***

**Our Values: Success – Collaboration – People – Positivity**

<b>Position:</b>	<b>Retail Associate</b>
<b>Location:</b>	<b>Milham Store - Portage, MI</b>
<b>Wage:</b>	<b>\$8.15 per hour</b>
<b>Classification:</b>	<b>Part-time Associate</b>
<b>Number of Openings:</b>	<b>1</b>
<b>Hours:</b>	<b>Varied including days, evenings and weekends.</b>
<b>Submit Applications To:</b>	<b><a href="http://www.goodwillswmi.org">www.goodwillswmi.org</a></b>

### **Job Duties:**

- Serve customers and team members in a knowledgeable, respectful manner
- Assist managers in meeting sales goals through customer service and merchandising
- Perform sales transactions accurately and in accordance with Cash Handling procedures
- Follow all retail and safety guidelines and procedures
- Maintain a standard of store cleanliness acceptable to the Retail Manager
- Maintain a professional appearance
- Follow the guidance and any duties assigned by the Retail Manager.

### **Qualifications:**

Ability to approach and positively interact with customers  
 Ability to perform as a team member  
 Ability to follow detailed instructions  
 Ability to perform a variety of sales transactions quickly and accurately  
 Skill in multi-tasking and staying calm and focused under pressure.  
 Demonstrated competence in interpersonal relations and communication  
 Knowledge of basic mathematics  
 Previous customer service experience preferred  
 Previous retail experience preferred  
 Must be able to lift 35 pounds repeatedly, reaching, bending, twisting; extended periods of time standing  
 Must be able to work a variety of hours and days of the week consistently  
 Must pass a pre-employment drug screen and theft-related criminal background check

**Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.**